

Staff Summary Report



Council Meeting Date:

5/20/2010

Agenda Item Number: _____

SUBJECT: Request approval of a one-year renewal of contracts with Andwin Scientific, Idexx Distribution, Inc., Thermo Fisher Scientific, LLC., and VWR International, LLC. for the purchase of laboratory supplies for the Water Utilities Department.

DOCUMENT NAME: 20100520fst15 PURCHASES (1004-01)

COMMENTS: (WUD08-105-01, 02, 03 and 04) Total cost of these contracts shall not exceed \$225,000 for the one year renewal term.

PREPARED BY: Ted Stallings, CPPB, Procurement Officer, 480-350-8617

REVIEWED BY: Michael Greene, CPM, Central Services Administrator, 480-350-8516
Don Hawkes, Water Utilities Manager, 480-350-2660

LEGAL REVIEW BY: Dave Park, Assistant City Attorney, 480-350-8907

DEPARTMENT REVIEW BY: Jerry Hart, CPA, Financial Services Manager, 480-350-855

FISCAL NOTE: Sufficient funds have been appropriated in Water/Wastewater Fund cost centers 3013, 3014, 3034 and 3041 for the anticipated expenditures during the current fiscal year.

RECOMMENDATION: Approve the renewal of the contracts.

ADDITIONAL INFO: Background Information

These contracts provide for the purchase of laboratory supplies for the Water Utilities Department Laboratory. This is the first of three renewal extensions available on this contract.

Contractor Performance

Andwin Scientific, Idexx Distribution, Inc., Thermo Fisher Scientific, LLC., and VWR International, LLC. were rated by the Water Utilities Department on the following criteria:

- Personnel responsiveness, cooperation and availability
- Overall quality of products or services delivered
- Timeliness of performance
- Quality of follow up in resolving complaints or problems
- Promptness in submitting accurate invoices

In all categories, Andwin Scientific, Idexx Distribution, Inc., Thermo Fisher Scientific, LLC., and VWR International, LLC. received scores indicating they were meeting or exceeding standards as established by the contract. It is the recommendation of the department to renew these contracts.

No cost increase has been requested by the Contractors.